
Director (Operations & Business)

Reporting to the Director of the school, and assisted by the Financial Controller, Facilities Manager, Food Services Manager, Safety and Security Head, Health Services Coordinator and Bus Manager, this position is responsible for school operations, including business services (accounting, budget, payroll, purchasing, travel), security, facilities (capital projects, maintenance, housing), and health.

POSITION RESPONSIBILITIES

1. Finance:

- Prepare School's annual budget based on program of action recommended by the Director and the Finance Committee
- Discuss requirements with Admin Team, faculty and staff, advise them of budget implications
- Monitor department, school and salary/benefit spending vs budget on a monthly basis
- Development, management and control of short and long term financial planning
- Development, management and monitoring short-term and long-term investments of the School to maximize returns following the investment guidelines established by the Finance Committee.

2. Accounts:

- Preparation of monthly fiscal reports, FICA, and final accounts of the school and Provident Fund for the Board
- Manage school reserve funds and working capital for operational expenses
- Update and ensure that Internal Control Manual procedures are followed, and comments of the annual external audit are followed-up on immediately
- Review and maintain appropriate insurance coverage for the assets and liabilities of the school, annually.

3. Purchase:

- Oversee local and overseas purchasing and shipping agents
- Review and approval vendors, contracts and purchase orders
- Seek competitive bids for all major expenditures for equipment, supplies or services and prepare comparative analysis of service contracts for approval
- Keep records of service contracts while monitoring service

4. Facilities:

- Maintain and manage the school's physical facilities, including future development and faculty housing
- Supervise the Facilities Team to ensure that all facilities, including faculty housing are safe and secure
- Participate in regular inspections of all facilities to check preventive maintenance and ensure safety

5. Security:

- Supervise the Safety and Security Head to ensure proper security measures, procedures and equipment are in place and functioning appropriately
- Maintain effective contact and relationship with US Embassy Regional Security Office in support of overall AES security

6. Bus Transport:

- Supervise the Bus Manager to ensure the bus contractor maintains safe/clean buses, high standards of drivers/helpers and appropriate routing/timings
- Ensure student safety protocols are reviewed regularly and followed by Bus Monitors, Drivers, and Helpers

7. Food Services:

- Supervise the Food Services Manager to ensure healthy, tasty and safe food selections in the school cafeterias and kiosks
- Periodically analyze food offerings to ensure appropriate nutritional content/guidelines are followed

8. Health Services:

- Supervise the AES Health Services Coordinator and the General Physician hired through a local Medical Provider to ensure coordination and implementation of health services and the Crisis Management Plan of the American Embassy School

9. Performs other duties as assigned:

- Evaluate employee performance and recommend training
- Make recommendations for improvement of office operations and job performance

- Attend Admin Team meetings to keep abreast of school activities and report areas of concern to the Director and Team
- Attend Finance and Environment & Facilities Committee meetings by working closely with the Treasurer and EFC chair to prepare for those meetings
- Liaise with the U.S. Embassy including RSO, Delhi Police and local body officials/agencies,
- Ensure Board policies on Business Operations are adhered to including review and updating the Business Office procedures and documenting them as needed
- Performing other duties as assigned by the Director

Requirements:

Master's degree in business administration with strong finance background. 3-5 years experience working financial leadership. International school experience preferred.

Candidates are requested to email a cover letter, resume, and a list of at least three references with contact details in a single PDF document to : recruitment@aes.ac.in

Candidates selected for interviews will go through a preliminary Skype interview and potential onsite visit. Dates for the interviews and onsite visit will be communicated later.